

Hall of Records  
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE  
To be Submitted to the Records Management Division

Hall of Records Commission

SCHEDULE  
NO. **C-44**PAGE  
NO. **1.**

1. Requesting Agency

**QUEEN ANNE'S COUNTY**

2. Division or Bureau of Requesting Agency

**CLERK OF CIRCUIT COURT**

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.  
Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. CORRESPONDENCEQuantity:  $\frac{1}{2}$  cubic foot

Dates: 1949 - -

File Arrangement: Alphabetical

Annual Accumulation: Less than  $\frac{1}{2}$  cubic footDisposable Amount: Less than  $\frac{1}{2}$  cubic foot

Correspondence with individuals, private firms, various State and county agencies, etc., concerned with the functions of the Clerk's office.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

2. LICENSES

Quantity: 21 cubic feet

Dates: 1939 - -

File Arrangement: Chronological

Annual Accumulation:  $1\frac{1}{2}$  cubic feet

Disposable Amount: 16 cubic feet

Audit: State

Applications for, and stub records and carbon copies of the following annual licenses issued by the Clerk of Court:

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

*J. Gordon Phipps*  
Signature

Title

12/16/55  
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

4/5/56  
Date*Marion S. Odehly*  
ArchivistJAN 9 1956  
Date*J. M. Cusack*  
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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4 m No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.																																														
	<table border="0"><tr><td>Amusement</td><td>Hucksters</td></tr><tr><td>Anglers</td><td>Hunting</td></tr><tr><td>Auctioneers</td><td>Junk Dealer</td></tr><tr><td>Beer and Wine</td><td>Laundry</td></tr><tr><td>Billiard Table</td><td>Liquor</td></tr><tr><td>Bowling Alley</td><td>Motion Picture Show</td></tr><tr><td>Carnival</td><td>Motion Picture Machine</td></tr><tr><td>Chain Store</td><td>Music Box</td></tr><tr><td>Cigarette</td><td>Packers and Shippers</td></tr><tr><td>Circus</td><td>Pinball and Console</td></tr><tr><td>Clammers</td><td>Plumbers and Gasfitters</td></tr><tr><td>Clam Dealers</td><td>Pushers</td></tr><tr><td>Cleaning, Dyeing &amp; Pressing</td><td>Restaurant or Eating Place</td></tr><tr><td>Construction Firm or Company</td><td>Show</td></tr><tr><td>Crabber</td><td>Soda Water Fountain</td></tr><tr><td>Crab Dealer</td><td>Solid Fuel</td></tr><tr><td>Distributors</td><td>Storage Warehouse</td></tr><tr><td>Dredging</td><td>Theatre</td></tr><tr><td>Duck Blind</td><td>Tonger</td></tr><tr><td>Garage</td><td>Trader</td></tr><tr><td>Gypsies</td><td>Trading Stamp Company</td></tr><tr><td>Hawker &amp; Peddler</td><td>Vending Machine</td></tr><tr><td>Horse &amp; Jack</td><td>Wholesale Dealers in Farm Machinery</td></tr></table> <p>All licenses are prepared in three copies, and in all cases the first copy goes to the licensee and the third copy is retained by the Clerk. Second copies of Duck Blind, Fishing and Hunting licenses are sent to the Department of Game and Inland Fish. Second copies of all other licenses go to the Comptroller, the County Commissioners, or town depending upon which derives revenues from the license. All licenses except Duck Blind, Fishing, and Hunting licenses are recorded in the permanent "License Books." The individual amounts received for all licenses are recorded in the Cash Book, which is the permanent financial record of the office.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p> <p>3. <u>RECEIPTS</u></p> <p>Quantity: 8 cubic feet Dates: 1942 - - File Arrangement: Chronological Annual Accumulation: 1 cubic foot Disposable Amount: 5 cubic feet Audit: State</p> <p>Two types of printed receipt forms are used in the Clerk's office:</p>	Amusement	Hucksters	Anglers	Hunting	Auctioneers	Junk Dealer	Beer and Wine	Laundry	Billiard Table	Liquor	Bowling Alley	Motion Picture Show	Carnival	Motion Picture Machine	Chain Store	Music Box	Cigarette	Packers and Shippers	Circus	Pinball and Console	Clammers	Plumbers and Gasfitters	Clam Dealers	Pushers	Cleaning, Dyeing & Pressing	Restaurant or Eating Place	Construction Firm or Company	Show	Crabber	Soda Water Fountain	Crab Dealer	Solid Fuel	Distributors	Storage Warehouse	Dredging	Theatre	Duck Blind	Tonger	Garage	Trader	Gypsies	Trading Stamp Company	Hawker & Peddler	Vending Machine	Horse & Jack	Wholesale Dealers in Farm Machinery	<p>APPROVED HALL OF RECORDS COMMISSION</p> <p>APPROVED BY BOARD OF PUBLIC WORKS Date: JAN. 9 1955 <i>[Signature]</i> Secretary</p>
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REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.

1. **Marriage License Receipts:** Used to receipt for marriage license fees.

2. **General Receipts:** Used to receipt for any money received other than marriage license fees.

The General Receipt is prepared in duplicate, the first copy going to the payor and the second remaining in the Clerk's office. The Marriage License Receipt is prepared in a single copy, which is returned to the office by the payor when he receives his marriage license. All receipted amounts are recorded in the Cash Book, which is the permanent financial record of the office.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

4. ADMINISTRATIVE ACCOUNTING RECORDS

Quantity: 7 cubic feet  
Dates: 1911 - -  
File Arrangement: Chronological  
Annual Accumulation:  $\frac{1}{2}$  cubic foot  
Disposable Amount: 5 cubic feet  
Audit: State

This item includes the following accounting records, used as supporting data to the final book of entry. The transactions which they concern are recorded in the Cash Book, which is the permanent financial record of the office.

Paid invoices and bills, and receipts for office supplies and services connected with the operation of the Clerk's office.

Banking records, including check stubs, canceled checks, bank statements, deposit slips, and bank books of the Clerk of Court.

Copies of monthly and annual reports to the State Comptroller, and work sheets used in compiling these reports.

Copies of payrolls and supporting documents sent to the Employees' Retirement System.

Correspondence with the State Comptroller and other State officials regarding fiscal matters.

State Treasurer's Warrants.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

APPROVED BY  
BOARD OF PUBLIC WORKS

Date ... JAN 1957

APPROVED  
HALL OF RECORDS COMMISSION

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

5. TEMPORARY DOCKETS

Quantity: 11 cubic feet  
Dates: 1900  
File Arrangement: Chronological  
Annual Accumulation:  $\frac{1}{2}$  cubic foot  
Disposable Amount: 10 cubic feet

Clerk's Civil Dockets, Court's Dockets, State's Attorney's Dockets are made by the Clerk for his own use, the use of the bench, and the State's Attorney while court is in session. These dockets are prepared for the convenience of officials and are not the formal records of court proceedings. All court proceedings required by law to be recorded are recorded in the permanent Civil and Criminal Dockets of Queen Anne's County. This material is considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated Code of Maryland, 1951 Edition).

6. RELEASED MORTGAGES, DEEDS OF TRUST, AND MORTGAGES OF PERSONAL PROPERTY

Quantity: 38 cubic feet  
Dates: 1789 - -  
File Arrangement: Chronological  
Annual Accumulation:  $1\frac{1}{2}$  cubic feet  
Disposable Amount: 17 cubic feet

Mortgages, Deeds of Trust, and Mortgages of Personal Property are originally recorded by the Clerk among his Land Records and Chattel Records. Later if they are to be released pursuant to Sections 44 and 45, Article 21, Annotated Code of Maryland, 1955 Cumulative Supplement, they are sent to the Clerk with a release form endorsed thereon, and the Clerk records the release form in the same book in which the original instrument is recorded. The sections of the Code cited above authorize the Clerk to destroy these instruments twenty-five years after they have been released. The recommendations below apply only to Mortgages, Deeds of Trust, and Mortgages of Personal Property which have been fully released pursuant to the sections of the code listed above.

A. RECOMMENDATION: INSTRUMENTS RELEASED IN 1875 OR LATER: RETAIN FOR TWENTY-FIVE YEARS AFTER THE DATE OF RELEASE AND THEN DESTROY.

B. RECOMMENDATION: INSTRUMENTS RELEASED BEFORE 1875: DESTROY ONLY AFTER CONSULTATION WITH THE HALL OF RECORDS REGARDING POSSIBLE HISTORICAL VALUE.

APPROVED  
HALL OF RECORDS COMMISSION

APPROVED BY  
BOARD OF PUBLIC WORKS

Date JAN 9 1956

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

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Item No.	Description	Retention
5	<u>SPECIAL FILES</u> (Continued)	for three years (3) or until updated, whichever is later, then destroy if no longer of value to the office.
	c) Information files	same as above
	d) Consultant files	same as above
	e) <u>Subdivision files</u> Case files on subdivisions applications containing preliminary plans, correspondence, bonding and acceptance of roads, issuance of building permits, etc.	same as above
	f) <u>Plat and Map Files</u> Copies of plats filed since 1972 and older plats as when obtainable, 5-lot subdivisions are included. Some maps are available for sale.	Retain plats and maps permanently which are not duplicate in other permanent files in the Court House. Plats and maps which are duplicated may be destroyed when no longer of value to the office.
	g) <u>Deed File</u> Contains copies of all original deeds to county roads.	Retain permanently.
	h) <u>Road and Subdivision Files</u> Card index file to all roads and subdivisions, containing all references to record copies, updated periodically.	Retain permanently.
	i) <u>Slide File</u> Slides and presentations for public display and seminars.	Non-record, retain as long as of value to office, then destroy.